

ELIGIBILITY

Government Code Section 36502(a) states that a City Council Member or Treasurer must be an elector of the Town at the time of assuming office and a registered voter of the Town at the time nomination papers are issued to the candidate. Persons residing in the unincorporated area of San Mateo County are not eligible to run for office in Colma. The City Clerk will verify voter registration and residency.

NOMINATION PERIOD

The nomination period opens at **8:00 a.m. on Monday, July 12, 2010** and closes at **5:00 p.m. on Friday, August 6, 2010**

. The candidate must complete and return all required nomination documents by the filing deadline. Candidates are encouraged to obtain and file nomination documents early in the process so that the City Clerk has the opportunity to review them with the candidate and to give the candidate an opportunity to correct any errors or omissions. Appointments are encouraged. A candidate should allow a minimum of 30 minutes for an appointment. To schedule an appointment please call Kris Krow in the City Manager/City Clerk's Office at 650.997.8300.

Nomination papers must be obtained and returned during deadlines either established by law or during normal business hours. **Town Hall business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.**

The nomination paper and all other required nomination documents must be filed at the same time. Refer to the [Instructions for Completing the Nomination Documents](#) .

If an incumbent fails to submit a nomination paper and all other required nomination documents by the deadline or fails to qualify by the deadline, the nomination period is extended to **5:00 p.m. on Wednesday, August 11, 2010**

, for all candidates, with the exception of incumbents. A candidate may withdraw his or her nomination documents and remove his or her name from the ballot up until the close of the nomination period.

RANDOM ALPHA DRAW FOR BALLOT ORDER

The Secretary of State will perform a random alpha draw on August 12, 2010 that will determine the order in which candidates will appear on the ballot. This process is governed by Elections Code Section 13112.

COUNCIL MEMBERS

The Town of Colma is a general law city, governed primarily by the laws of the State of California and its own ordinances and regulations. As per Government Code Section 36501, "the government of a general law city is vested in a City Council of five members ...". Colma Council Members are elected to serve staggered terms of four years. Currently the Town of

Colma does not have a limit on how many terms a member may serve on the City Council. Two Council Member seats are up at the November 2010 Election. Persons elected to fill these seats will be sworn into office following the canvass of election returns and the certification of election results, which should occur in early December 2010. At the same time, the Council will also choose one of its members to serve as Mayor and one to serve as Vice Mayor for a period of one year. Each member of the Council is eligible to receive a salary of \$884 per month and other benefits including paid health insurance and the employer and employee contributions into the Town's retirement system.

TREASURER

The Town of Colma is a general law city, governed primarily by the laws of the State of California and its own ordinances and regulations. As per Government Code Section 36501, "the government of a general law city is vested in a ...City Treasurer". The Town's Municipal Code Section 1.03.100 (taken from Government Code Sections 41001-41004) lists the duties of the Treasurer to:

- receive and keep safely all money coming into his hand as treasurer;
- comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession;
- pay out money only on warrants signed by legally designated persons; and
- submit, once a month, a written report and account of all receipts, disbursements and fund balances, and file a copy thereof with the City Council.

The person elected to fill this seat will be sworn into office following the canvass of election returns and the certification of election results, which should occur in early December 2010. The Treasurer is eligible to receive a salary of \$558 per month.

Currently the Town of Colma does not have a limit on how many terms a Treasurer may serve. However, please be aware that on June 9, 2010 the City Council adopted a resolution submitting a ballot measure for the November election which, if approved, would make the office of Treasurer appointive when the newly elected Treasurer leaves office at the end of the term or before if the office is vacated. The following is quoted from the June 9, 2010 Staff Report:

Election to Fill the Vacancy in the Office of City Treasurer

The Town has not had a City Treasurer since Rae Gonzalez vacated this office following her election to the City Council in 2008. At that time, the Town opted not to call a special election to fill the vacancy due to the cost of doing so. However, at the general election in November the City Council must call an election to fill the current vacancy in that office as it is currently an elected position and will remain that way unless the voters approve the ballot measure.

If the voters elect a City Treasurer and, at the same time, approve the ballot measure making the office of City Treasurer appointive at the November election, the first “appointive City Treasurer” will be appointed upon the expiration of the newly elected City Treasurer’s term, or when that office is otherwise vacated for any reason.

If you would like a copy of the full staff report or the resolution, please call Kris Krow in the City Manager/City Clerk’s Office at 650.997.8300.

VOTER/PRECINCT INFORMATION DATA AND PRECINCT MAPS

Voter registration data and precinct and district maps are available from the San Mateo County Elections Department, 40 Tower Road, San Mateo. Contact Aaron Smith, Information Technology Analyst at 650.312.5370 or arsmith@smcare.org for information and costs.

MASS MAILING REQUIREMENTS

At the time of filing the declaration of candidacy, the City Clerk is required to provide each candidate with a copy of Government Code Section 84305 related to requirements when sending out a mass mailing. This code section can be found in the [County Candidate Handbook](#) on page 64. Candidates and their committees must comply with these requirements.

POLITICAL SIGNS

Political signs may not be placed on any private property (residential, commercial or industrial) without the permission of the owner. Please refer to the [Political Sign Information](#) for more information. (PC 556.1, 593)

PG&E prohibits the attachment of political signs to PG&E utility poles or other facilities. The U.S. Supreme Court ruled that third parties have no right to use utility property to communicate messages to the public. [Pacific Gas and Electric v. Public Utilities Commission, 475 U.E. 1 (1986)]

CalTrans has strict regulations for the allowance of temporary signs on the State right-of-way and requires prior authorization. Refer to the information in the [County Candidate Handbook](#), pages 67-71.

LEAGUE OF WOMEN VOTERS WEBSITE

The League of Women Voters invites all candidates to participate in Smart Voter, the League’s comprehensive online guide for the November 2, 2010 election. All candidates in San Mateo County are offered space on the Smart Voter website at www.smartvoter.org free of charge. Smart Voter allows a candidate to submit material about his or her candidacy to the voters, including a biography, endorsements, positions on issues, a photo, and a link to the candidate’s own website. Smart Voter also provides candidate ballot statements, information about ballot measures, polling place locations, events, and links to online news articles and to other websites.

Candidates will be allowed to begin entering information during the first week of September. A letter confirming the date and complete instructions for accessing the secure candidate input area will be sent to candidates shortly after the League receives the certified list of candidates.

The League typically hosts a candidates' night at the Colma Community Center a month or so before the election. Candidates will be notified when the date is set.

ELECTIONEERING

Candidates and their supporters must comply with Elections Code Section 18370 when observing the voting process at the polling places on Election Day. No person may engage in "electioneering" or other election-related conduct within 100 feet of a polling place, which is defined as 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Electioneering includes, but is not limited to, circulating petitions; soliciting a vote or speaking to a voter on the subject of marking his or her ballot; and displaying messages suggesting support or opposition of a candidate or measure on signs, badges, buttons, clothes, etc. Any person who violates the prohibition on electioneering is guilty of a misdemeanor.

ELECTION RESULTS

Real time election results can be obtained by logging on to the San Mateo County Elections Department website at www.shapethefuture.org . A candidate may also subscribe to e-mail notification of the scheduled updates soon after they are posted by completing and returning the San Mateo County Election Night Results Form which will be available closer to Election Day.

CONTACT INFORMATION

Any questions related to the nomination process should be referred to Kris Krow, Administrative Technician III, in the City Manager/City Clerk's Office. This office can be contacted during regular business hours at the Colma Town Hall, 1198 El Camino Real, Colma, CA 94014 or by calling 650.997.8300. You may also contact the office via e-mail at kkrow@colma.ca.gov.